

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Administrative Assistant I (#316-2)
LOCATION: Economic Development
HIRING RANGE: \$33,043 - \$34,630
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: February 12, 2016
DATE AVAILABLE: February 26, 2016
CLOSING DATE: February 22, 2016

PRIMARY PURPOSE OF POSITION

Performs administrative assistant duties for the Economic Development department.

ESSENTIAL JOB FUNCTIONS

Assists the Economic Development Director and the Craven 100 Alliance with coordination of all economic development efforts. Performs a variety of administrative, fiscal, and office support duties requiring an understanding of economic development goals and objectives. Is responsible for arranging and coordinating various events involving business and industry representatives. Work includes preparation of monthly agendas and transcribing minutes of Craven 100 Alliance Board meetings. Assists the Director to maintain the Craven County Economic Development website. Works with professional marketing consultants to ensure the website is contemporary, useful and accurate. Administers all social media, including LinkedIn, Facebook, Twitter, Flickr and YouTube to promote quality of life and business in Craven County. Maintains property inventory.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM EDUCATION AND EXPERIENCE

Associate degree in business administration. Significant experience in business office and/or organization administration; or an equivalent combination of experience and training. Proficiency in Microsoft Office. Familiarity in web content management, internet research, and social media marketing. Candidate subject to criminal background check. Must be willing to work occasional nights. This position requires excellent communication skills and a good knowledge of marketing. A basic understanding of economic development principles, practices, and procedures preferred. Considerable knowledge of the available resources of the county and general knowledge of the surrounding regions; general knowledge of the methods and techniques used in business solicitation or industrial promotion. Capable of compiling information based on general instructions. Must be able to maintain a variety of moderately complex records and to compile data from such records. Must be able to understand and follow moderately complex oral and written instructions.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd., New Bern NC 28560. Craven County Department contact for questions is Timothy Downs at 252-633-5300

Craven County is an Equal Opportunity Affirmative Action Employer.

